

## **SUPERVISING CODE ENFORCEMENT OFFICER**

### **DEFINITION:**

Under general direction, supervise, organize, train, and coordinate a unit of enforcement officers investigating and initiating procedures to abate violations of state law, municipal and county pertaining to building codes, grading ordinances and zoning laws, solid waste management, noise and abandoned vehicle, health, safety and other public nuisances; to personally perform complex investigations; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Supervising Code Enforcement Officer is a first line supervisory class responsible for the investigation and enforcement activities of a unit engaged in enforcing a variety of state laws, land use and building codes, and public ordinances. Under the direction of a Chief, Environmental Health this class limits its enforcement activities to those that stop short of civil and criminal proceedings. Supervising Code Enforcement Officer differs from the next lowest class, Code Enforcement Officer II, in that the latter does not supervise others.

### **EXAMPLES OF DUTIES:**

Supervises a group of Code Enforcement Officers and related staff in field and office activities; receives, screens, and evaluates complaints from various sources regarding possible violations; assigns personnel to perform field investigations; performs the most difficult investigations; supervises and/or investigates selected cases and enforces the most complex laws and ordinance provisions in the areas of building, grading and zoning ordinances, and public nuisance abatement in the most effective and efficient manner to the public and the county; develops court cases, issues citations and initiates other legal enforcement actions; plans and reviews the work of personnel performing investigation and enforcement duties; reviews activity and field reports prepared by subordinates for decisions regarding compliance or non-compliance with laws and ordinances; makes recommendations regarding permit issuance or renewal as required; reviews correspondence and provides response to inquiries and referrals from County officials; coordinates enforcement activities with other county departments, agencies, or groups; interprets and explains to the public and other county agencies various provisions of the ordinances, codes and laws; may testify in court; selects, trains, and evaluates the work of subordinates.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- State laws, county and municipal ordinances governing building, land use, zoning matters, solid waste management, abandoned vehicle abatement and public nuisances.
- Field inspection and interviewing techniques.
- Principles and techniques of supervision and personnel management.
- Report writing and the preparation of cases for further legal action, including prosecution by attorneys.
- Building construction methods.

#### **General Knowledge of:**

- Rules of evidence in criminal and civil law.

**Skills and Abilities to:**

- Identify problem areas and develop effective investigations.
- Supervise, train, coordinate and review the work of subordinate staff.
- Prepare correspondence and reports.
- Establish workload priorities.
- Speak persuasively at public forums.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which demonstrate the possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Two (2) years as a Code Enforcement Officer II or equivalent; OR,
2. An associate of Arts degree in building construction/inspection, the administration of criminal justice or a related field, AND, three (3) years of progressively responsible experience in a public agency performing investigative/enforcement work for laws, ordinances and regulations related to land use, building inspection, zoning, solid waste management or the abatement of public nuisances. Supervisory experience is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Certification:**

Certificate of completion of P.O.S.T. approved P.C. 832 training within first three (3) months of employment in this class.